

# **DMHRSI BATCH ENTRY**

SELECT YOUR ARMY  
LCA MANAGER ROLE

Oracle Applications Home Page - Windows Internet Explorer

https://dmhrsi.csd.disa.mil/OA\_HTML/OA.jsp?page=/oracle/apps/fnd/framework/navigate/webui/H

Oracle Applications Home Page

**DMHRSi** Defense Medical Human Resources System - internet

Logout Preferences Help

Logged In As CATHERINE.SOTO

### Worklist

Full List

Switch User

From	Subject	Sent
There are no notifications in this view.		

☒ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

☒ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

### Navigator

Edit Navigator

<ul style="list-style-type: none"><li><a href="#">Army LCA Manager</a></li><li><a href="#">Army LCA Specialist (W3ZRAA)</a></li><li><a href="#">Army TimeKeeper Manager</a></li><li><a href="#">DMHRSi Employee Self Service</a></li><li><a href="#">DMHRSi LCA Exceptions Manager</a></li><li><a href="#">DMHRSi TimeKeeper Manager</a></li><li><a href="#">DMHRSi User Administration</a></li></ul>	Please select a responsibility.
---	---------------------------------

### Favorites

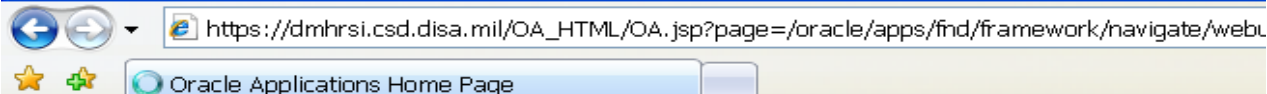
Edit Favorites

- [Quick Entry \(People\)](#)
- [Timekeeper Group \(Timekeeper\)](#)
- [Timekeeper Entry \(Timekeeper\)](#)
- [Submit Processes and Reports \(Processes and Reports\)](#)
- [Release Information \(DMHRSi Employee Self Service\)](#)
- [Discoverer Plus](#)

Logout | Preferences | Help

Copyright (c) 2006, Oracle. All rights reserved. [Privacy Statement](#)

## Oracle Applications Home Page - Windows Internet Explorer



### Defense Medical Human Resources System - internet

#### Worklist

[Full List](#)[Switch User](#)**From****Subject****Sent**

There are no notifications in this view.

✓ TIP [Vacation Rules](#) - Redirect or auto-respond to notifications.

✓ TIP [Worklist Access](#) - Specify which users can view and act upon your notifications.

#### Navigator

[Edit Navigator](#)

- Army LCA Manager
- Army LCA Specialist (W3ZRAA)
- Army TimeKeeper Manager
- DMHRSi Employee Self Service
- DMHRSi LCA Exceptions Manager
- DMHRSi TimeKeeper Manager
- DMHRSi User Administration

#### Army LCA Manager

- Project
- Employee Costs Rates

#### People

- Quick Entry

#### Expenditures : Pre Approved Batches

- Enter
- Review

#### Expenditures : Transaction Import

- Import Transactions
- Review Transactions

#### Expenditures : Expenditure Inquiry

- Project
- All

#### Timekeeper

- Timekeeper Group

CLICK ON  
EXPENDITURE: PRE-  
APPROVED BATCHES  
"ENTER" LINK

Waiting for https://dmhrsi.csd.disa.mil/OA\_HTML/RF.jsp?function\_id=2100&resp\_id=5

ENTER ALL THE INFORMATION REQUIRED  
BY THE 4 FIRST BOXES

**Oracle Applications** Production - Version: 01.08.06.00

File Edit View Folder Tools W

Navigator - Army LCA Manager

Expenditure Batches (DOD BUS SS GROUP)

Batch **0001\_RICH\_SEP10** Status **Working**

Ending Date **04-SEP-2010** Created By [REDACTED]

Class **Timecards** Date **04-NOV-2010**

Description **REVERSING CONTRACTOR TC**

Transaction Source

☒ All Negative Transactions Entered As Unmatched

☐ Reverse Expenditures In a Future Period

**Amounts**

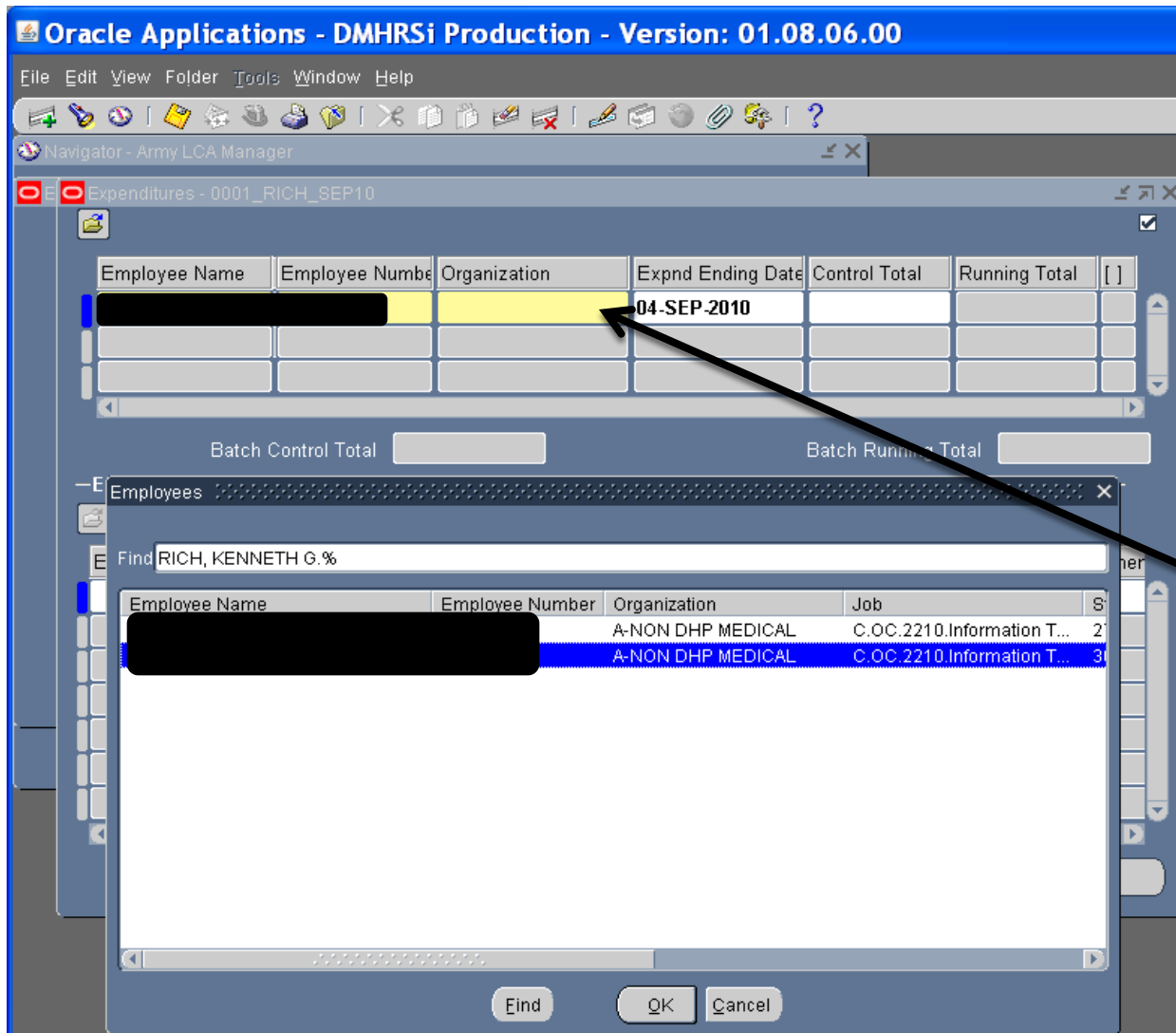
	Control		Running		Difference
Totals		-		=	
Count		-		=	

Rework Submit Reverse... Copy From... Expenditures

CLICK ON  
EXPENDITURE

On Expenditure screen you'll enter the employees information. Enter employees name and press the tab key. The system will populate the rest of the information

[illegible]



The employee's record we are looking at was changed after the hours were entered and the organization was updated to A-NON DHP MEDICAL. In order to find the hours we need to reverse, we'll have to select the appropriate record from the box and change the employee's organization.

**Oracle Applications - DMHRSi Production - Version: 01.08.06.00**

File Edit View Folder Tools Window Help

Navigator - Army LCA Manager

Expenditures - 0001\_RICH\_SEP10

Employee Name	Employee Number	Organization	Expnd Ending Date	Control Total	Running Total	[]
		A-NON DHP MEDICA	31 SEP 2010			

Batch Control Total Batch Running Total

—Expenditure Items—

Expnd Item Date	Project Number	Task Number	Expnd Type	Assignment Name	UOM	Quantity	Commer

Reverse Original...

As you can see, the system will populate the last assignment and we need to enter the organization to which the employee was assigned when the hours were entered.

Employee

Org W2FLAA-INFORMA

Project Number 1000417

Task Number

Expnd Type

Item Date

Non-Labor

Resource

Org

Clear

Find

Expenditure Items

Expenditure Item Date	Project	Task	Expnd Type	Quantity	Comments
30-AUG-2010	1000417	EBJA_0001.02	REGULAR	8	
31-AUG-2010	1000417	EBJA_0001.02	REGULAR	8	
01-SEP-2010	1000417	EBJA_0001.02	REGULAR	8	
02-SEP-2010	1000417	EBJA_0001.02	REGULAR	6	
03-SEP-2010	1000417	EBJA_0001.02	REGULAR	6	

Batch 100904.455ST73595

Cancel Reversal

Reverse 1

ENTER THE  
APPROPRIATE  
PROJECT NUMBER  
AND CLICK ON FIND

ALL THE HOURS FOR  
THAT EXPENDITURE  
WEEK WILL BE  
POPULATED IN THIS  
TABLE



Oracle Applications - DMHRSi Production - Version: 01.08.06.00

File Edit View Folder Tools Window Help

Navigator - Army LCA Manager

Expenditures - 0001\_RICH\_SEP10

Reverse Expenditure Items (DOD BUSINESS GROUP)

Employee  Org W2FLAA-INFORMA

Project Number 1000417 Task Number

Expnd Type  Item Date

Non-Labor

Resource  Org  Clear Find

Expenditure Items

Expenditure Item Date	Project	Task	Expnd Type	Quantity	Comments
30-AUG-2010	1000417	EBJA_0001.02	REGULAR	8	
31-AUG-2010	1000417	EBJA_0001.02	REGULAR	8	
01-SEP-2010	1000417	EBJA_0001.02	REGULAR	8	
02-SEP-2010	1000417	EBJA_0001.02	REGULAR	6	
03-SEP-2010	1000417	EBJA_0001.02	REGULAR	6	

Batch 100904.455ST73595

Cancel Reversal Reverse 5

PRESS THE CTRL KEY AND CLICK ON EVERY ROW TO SELECT AND THEN CLICK ON REVERSE.

NOTE THAT THE EXACT QTY OF ROWS YOU SELECTED WILL BE HIGHLIGHTED IN THE REVERSE BUTTON

Oracle Applications - DMHRSi Production - Version: 01.08.06.00

File Edit View Folder Tools Window Help

Navigator - Army LCA Manager

Expenditures - 0001\_RICH\_SEP10

Employee Name	Employee Number	Organization	Expnd Ending Date	Control Total	Running Total	
		W2FLAA-INFORMAT	04-SEP-2010		-36	

Batch Control Total      Batch Running Total -36

—Expenditure Items—

Expnd Item Date	Project Number	Task Number	Expnd Type	Assignment Name	UOM	Quantity	Commer
03-SEP-2010	1000417	EBJA_0001.02	REGULAR	Unscheduled	Hours	-6	
02-SEP-2010	1000417	EBJA_0001.02	REGULAR	Unscheduled	Hours	-6	
01-SEP-2010	1000417	EBJA_0001.02	REGULAR	Unscheduled	Hours	-8	
31-AUG-2010	1000417	EBJA_0001.02	REGULAR	Unscheduled	Hours	-8	
30-AUG-2010	1000417	EBJA_0001.02	REGULAR	Unscheduled	Hours	-8	

Reverse Original...

AFTER CLICKING “REVERSE” THE SYSTEM WILL TAKE YOU BACK TO THE PREVIOUS SCREEN AND YOU’LL SEE THE HOURS WITH A NEGATIVE SIGN LISTED AS WELL THE TOTAL OF HOURS REVERSED IN THE BATCH RUNNING TOTAL

CLICK ON THE  
CURRENT SCREEN  
ORACLE BUTTON  
AND SELECT CLOSE

Oracle Applications - DMHRSi Production - Version: 01.08.06.00

File Edit View Folder Tools Window Help

Navigator - Army LCA Manager

Expenditures - 0001\_RICH\_SEP10

Employee Number	Organization	Expnd Ending Date	Control Total	Running Total
457390	W2FLAA-INFORMAT	04-SEP-2010		-36

Batch Control Total

Batch Running Total -36

—Expenditure Items—

Expnd Item Date	Project Number	Task Number	Expnd Type	Assignment Name	UOM	Quantity	Commer
03-SEP-2010	1000417	EBJA_0001.02	REGULAR	Unscheduled	Hours	-6	
02-SEP-2010	1000417	EBJA_0001.02	REGULAR	Unscheduled	Hours	-6	
01-SEP-2010	1000417	EBJA_0001.02	REGULAR	Unscheduled	Hours	-8	
31-AUG-2010	1000417	EBJA_0001.02	REGULAR	Unscheduled	Hours	-8	
30-AUG-2010	1000417	EBJA_0001.02	REGULAR	Unscheduled	Hours	-8	

Reverse Original...

**Oracle Applications - DMHRSi Production - Version: 01.08.06.00**

File Edit View Folder Tools Window Help

Navigator - Army LCA Manager

**Expenditure Batches (DOD BUSINESS GROUP)**

Batch: **0001\_RICH\_SEP10** Status: **Submitted**

Ending Date: **04-SEP-2010**

Class: **Timecards**

Description: **CONTRACTOR TC COR**

Transaction Source:

Created By: [REDACTED]

Created Date: **04-NOV-2010**

☒ All Negative Transactions Entered As Unmatched


☐ Reverse Expenditures In a Future Period

**Amounts**

	Control	Running	Difference
Totals		<b>-36</b>	
Count		<b>1</b>	

Rework Release Reverse... Copy From... Expenditures

Open

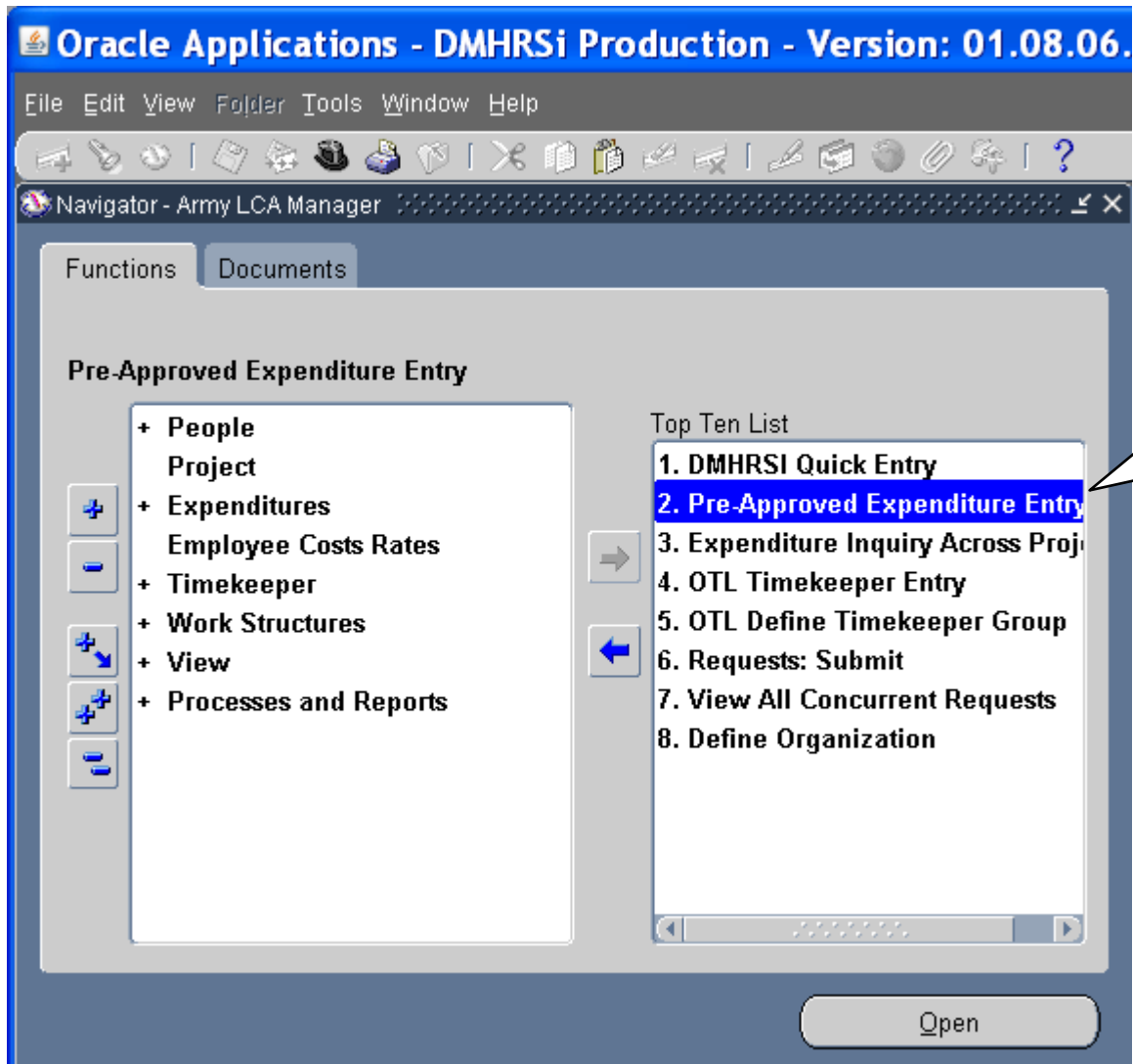


CLICK ON THE SAME BUTTON TO FIRST "SUBMIT" AND THEN "RELEASE"

# STEPS TO BATCH HOURS IN DMHR SI

---

Note: This is a process recommended for exceptional cases, since the method to enter timecards in DMHR SI is through Timekeeper Entry



TO BATCH  
HOURS  
SELECT PRE-  
APPROVED  
EXPENDITURE  
ENTRY

ENTER THE  
REQUIRED  
INFORMATION

**Applications - DMHRSi Production - Version: 01.08.06.00**

File Edit View Folder Tools Window Help

Navigator - Army L... Manager

**Expenditure Batches (D... BUSINESS GROUP)**

Batch **0001\_RICH\_SEP10\_1** Status **Working**

Ending Date **04-SEP-2010** Created By [REDACTED]

Class **Timecards** Date **04-NOV-2010**

Description **BATCHING CON TC**

Transaction Source

☐ All Negative Transactions Entered As Unmatched

☐ Reverse Expenditures In a Future Period

**Amounts**

	Control		Running		Difference
Totals		-		=	
Count		-		=	

Rework Submit Reverse... Copy From... Expenditures

Open

CLICK ON  
EXPENDITURE

ENTER EMPLOYEE'S NAME AND MAKE SURE ORGANIZATION IS CORRECT

Navigator - A

Expenditure

Employee Name	Employee Number	Organization	Expnd Ending Date	Control Total	Running Total	[ ]
[REDACTED]	0	A-NON DHP MEDICA	04-SEP-2010			

Batch Control Total

Batch Running Total

Expenditure Items

Expnd Item Date	Project Number	Task Number	Expnd Type	Assignment Name	UOM	Quantity	Commer

ENTER HOURS IN THE  
EXPENDITURE ITEMSTABLE.  
WHEN FINISHED CLOSE THE  
SCREEN

Original...



**Oracle Applications - DMHRSi Production - Version: 01.08.06.00**

File Edit View Folder Tools Window Help

Navigator - Army LCA Manager

**Expenditure Batches (DOD BUSINESS GROUP)**

Batch: **0001\_RICH\_SEP10** Status: **Submitted**

Ending Date: **04-SEP-2010** Created By: **SOTO, CATHERINE F**

Class: **Timecards** Date: **04-NOV-2010**

Description: **CONTRACTOR TC COR**

Transaction Source:

☒ All Negative Transactions Entered As Unmatched

☐ Reverse Expenditures In a Future Period

**Amounts**

	Control	Running	Difference
Totals		<b>-36</b>	
Count		<b>1</b>	

Rework Release Reverse... Copy From... Expenditures

Open

CLICK ON THE SAME BUTTON TO FIRST "SUBMIT" AND THEN "RELEASE"

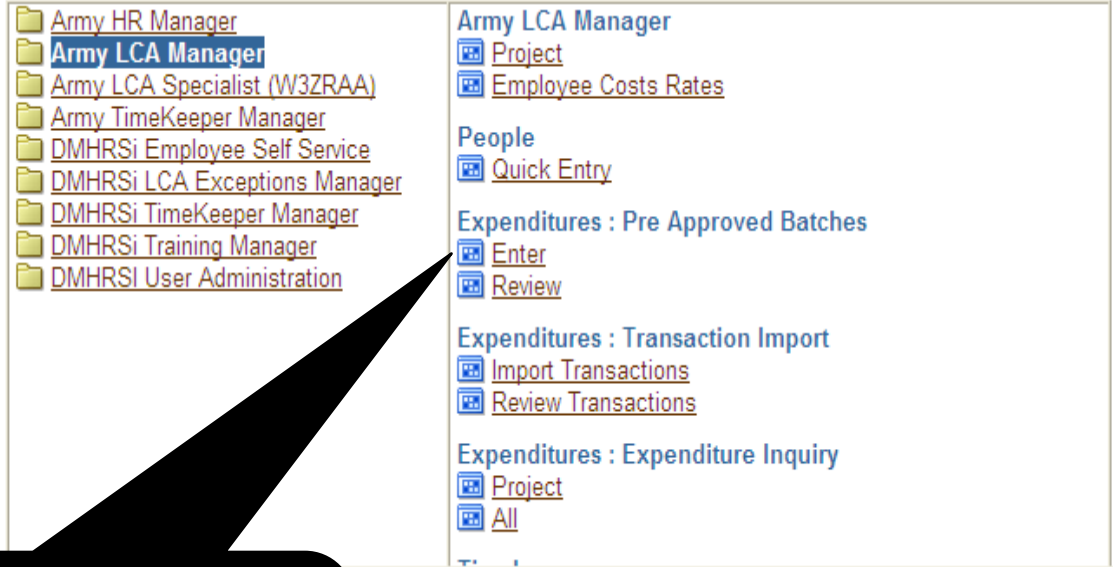
# Deleting a Batch in DMHRSi

---

Note: Incomplete Batches (“working” or “submitted” )will show as discrepancies in the DoD Batch and Timecard Compliance Report. Please “release” all batches or delete incomplete / not-needed batches before transmitting your MEPRS data.

**Login to DMHRSi  
and select your  
role**

(LCA Timekeeper Managers /  
Specialists are allowed to  
perform this task by the  
system)



**Select Entering a Pre-  
Approved Batch**

Expenditure Batches (DOD BUSINESS GROUP)

Batch

Ending Date

Class **Timecards**

Description

Transaction Source

Status **Working**

Created

By **SOTO, CATHERINE F**

Date **03-FEB-2011**

☐ All Negative Transactions Entered As Unmatched

☐ Reverse Expenditures In a Future Period

**Amounts**

	Control		Running		Difference
Totals	<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
Count	<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>

**Observe the fields are colored yellow.  
Press Ctrl + F11**

Once the fields turn blue type the name of the batch followed by “%” and press Ctrl + F11

Expenditure Batches (DOD BUSINESS GROUP)

Batch	<input type="text"/>	Status	<input type="text"/>
Ending Date	<input type="text"/>	Created	
Class	<input type="text"/>	By	<input type="text"/>
Description	<input type="text"/>	Date	<input type="text"/>
Transaction Source	<input type="text"/>		

☐ All Negative Transactions Entered As Unmatched

☐ Reverse Expenditures In a Future Period

Amounts			
	Control	Running	Difference
Totals	<input type="text"/>	- <input type="text"/>	= <input type="text"/>
Count	<input type="text"/>	- <input type="text"/>	= <input type="text"/>

Rework Submit Reverse... Copy From... Expenditures

Expenditure Batches (DOD BUSINESS GROUP)

Batch  Status **Working**

Ending Date **27-NOV-2010** Created By

Class **Timecards** Date **04-JAN-2011**

Description **REVERSE HOURS**

Transaction Source

☐ All Negative Transactions Entered As Unmatched

☐ Reverse Expenditures In a Future Period

**Amounts**

	Control		Running		Difference
Totals	<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
Count	<input type="text"/>	-	<b>1</b>	=	<input type="text"/>

The system will populate the batch and provide status alone with the info about by who and when was created

Click on the delete icon

The name  
should be  
highlighted

The screenshot shows a software interface with a menu bar at the top containing icons for file operations (Save, Open, Print, etc.) and a help icon. The main window has a title bar that says "BUSINESS GROUP)". Below the title bar, there are several input fields and buttons. The "Batch" field is highlighted in yellow. The "Ending Date" field contains "27-NOV-2010". The "Class" field is a dropdown menu showing "Timecards". The "Description" field contains "REVERSE HOURS". The "Transaction Source" field is empty. To the right, the "Status" field is "Working". The "Created" field is empty. The "By" field is empty. The "Date" field contains "04-JAN-2011". Below these fields, there are two checkboxes: "All Negative Transactions Entered As Unmatched" and "Reverse Expenditures In a Future Period". At the bottom, there are three buttons: "Rework", "Submit", and "Reverse...". A "Caution" dialog box is open in the center, asking "Delete 1 records?". The dialog box has a yellow warning icon and two buttons: "OK" and "Cancel". The "OK" button is highlighted with a black arrow pointing to it from a callout box on the right. At the bottom of the main window, there is a button labeled "Open".

Batch [redacted] Status Working

Ending Date 27-NOV-2010 Created [redacted]

Class Timecards By [redacted]

Description REVERSE HOURS Date 04-JAN-2011

Transaction Source [redacted]

☐ All Negative Transactions Entered As Unmatched

☐ Reverse Expenditures In a Future Period

Amounts

	Control	Running
Totals	[redacted]	[redacted]
Count	[redacted]	1

Rework Submit Reverse... Expenditures

Open

When the confirmation  
message pop-up, click  
"OK"

# The batch has been deleted!!!

If you want to confirm the success of your process go back and query again for the same batch. If everything was done correctly the system will not find the batch at this time.